

## **APPLICATION PROCESSING**

Click on the process below to find out the standard procedures for processing each type of application.

- **ANNEXATION**
- **COMP PLAN AMENDMENT**
- **COVENANT TO ANNEX**
- **REZONING**
- **LOT SPLIT/DEVIATION**
- **VARIANCE**

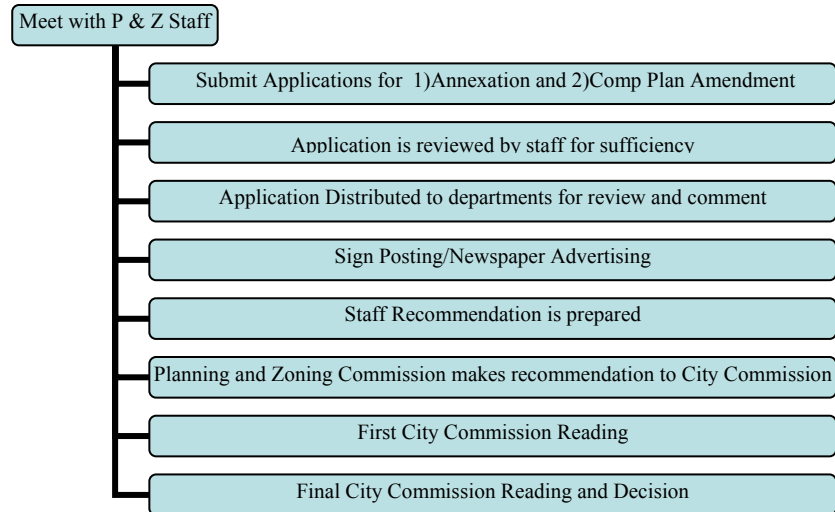
**What it is**

**When it is needed**

**How it is processed**

## Annexation

Annexation is the formal process of expanding the legal boundaries of the City to include lands formerly outside the city limits. Per state statute, any area proposed for annexation must be compact, contiguous to existing city boundaries and must not create an enclave (island) of property that is not within the city limits. A comprehensive plan amendment must be submitted with all annexations, to assign an appropriate land use category to the land being added to the city.

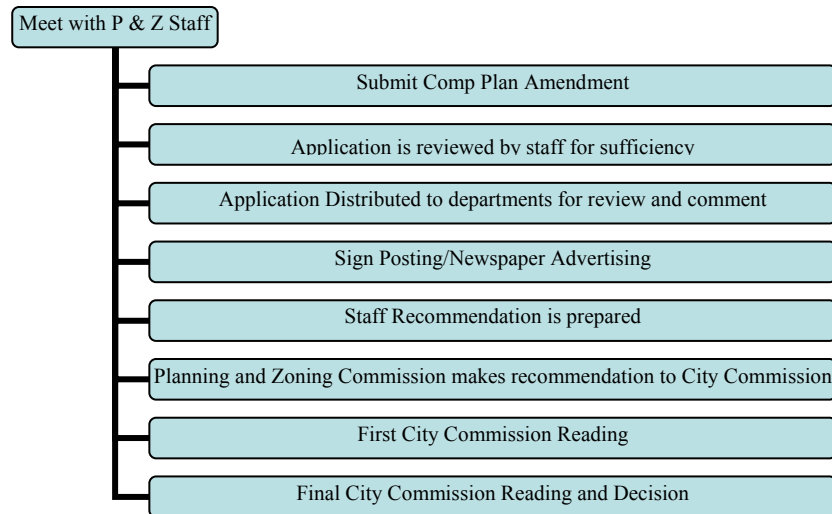


The general process for annexation is described below:

1. Make an appointment to meet with Planning and Zoning Division Staff to review the process and requirements for annexation. Annexations require concurrent comp plan amendments.
2. Submit an annexation application.  
Submit a comprehensive plan amendment application concurrently with the annexation application, for the purpose of amending the adopted Growth Management Plan land use category.
3. Staff reviews the applications for sufficiency, to determine if additional information is needed to process the application.
4. The application is distributed to City departments for review and comment.
5. Staff reviews the application for consistency with legal requirements, including the adopted Growth Management Plan and forwards its recommendation to the Planning and Zoning Commission for its recommendation.
6. The Planning and Zoning Commission holds an advertised public hearing, and sends a formal recommendation to the City Commission.
7. The proposed annexation is presented to the City Commission for two readings.
8. The City Commission issues a final determination at the second reading.

### Comprehensive Plan Amendment

A comp plan amendment is required to change the land use category of the city's adopted growth management plan. There are two types of comp plan amendments. A large scale amendment means anything over 10 acres in size, while a small scale amendment is considered anything 9.99 acres or less. If a zoning change is involved, a rezoning application will also be necessary.

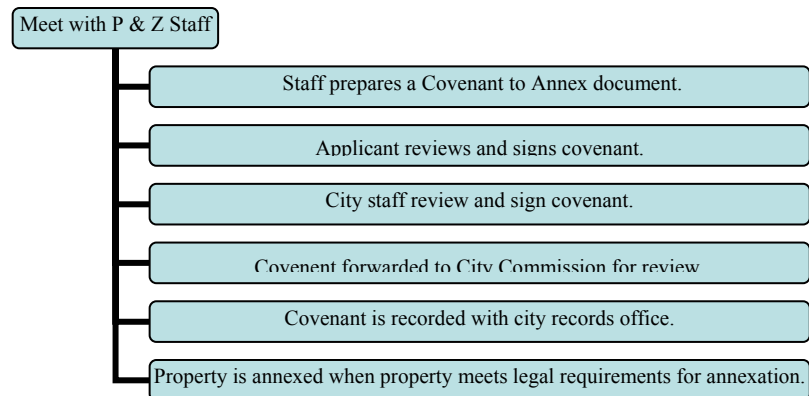


The general process for comp plan amendments is described below:

1. **Make an appointment** to meet with Planning and Zoning Division Staff to review the process and requirements for comprehensive plan amendment.
2. Submit a comprehensive plan amendment application for the purpose of amending the adopted Growth Management Plan land use category.
3. Staff reviews the applications for sufficiency, to determine if additional information is needed to process the application.
4. The application is distributed to City departments for review and comment.
5. Staff reviews the application for consistency with legal requirements, including the adopted Growth Management Plan and forwards its recommendation to the Planning and Zoning Commission for its recommendation.
6. The Planning and Zoning Commission holds an advertised public hearing, and sends a formal recommendation to the City Commission.
7. The proposed annexation is presented to the City Commission for two readings.
8. The City Commission issues a final determination at the second reading.

### **Covenant to Annex**

A covenant to annex is required when a developer wishes to receive the benefits of City utility services, but cannot apply for annexation because the property is not adjacent to the existing city limits, and therefore cannot annex at this time. The covenant to annex is simply an agreement to pursue annexation at such time as the property may be legally annexed by the City of Leesburg. While the covenant is in effect, the development may use city utility services.

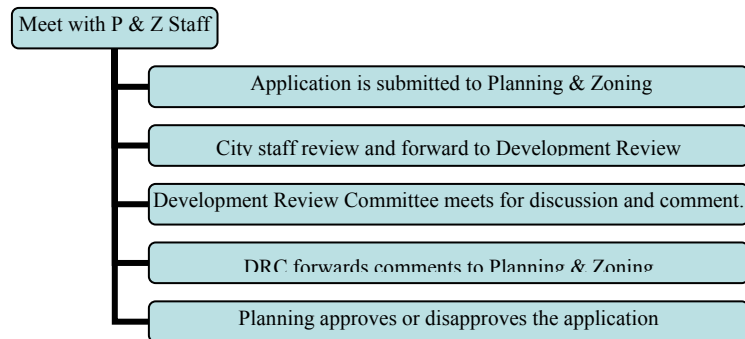


The general process for preparing a covenant to annex is described below:

1. Make an appointment to meet with Planning and Zoning Division Staff to review the process and requirements for a covenant to annex.
2. Staff will prepare a covenant to annex document.
3. Staff reviews covenant for completeness and accuracy.
4. Staff reviews the applications for sufficiency, to determine if additional information is needed to process the application.
5. The application is distributed to City departments for review and comment.
6. The proposed covenant to annex is presented to the City Commission for two readings.
7. The City Commission issues a final determination at the second reading.

### Minor Lot Split/Deviation

A minor lot split is used when a property is being split into two or fewer parcels, or a lot line is being moved or otherwise adjusted.

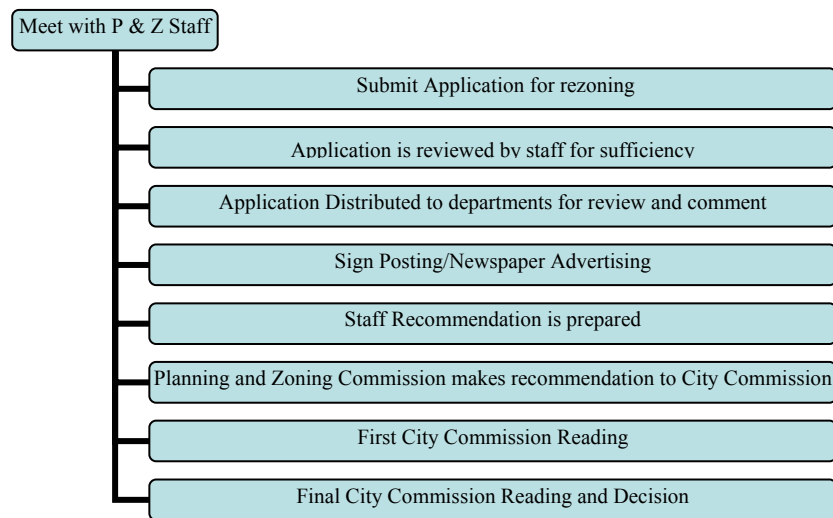


The general process for preparing a covenant to annex is described below:

1. Make an appointment to meet with Planning and Zoning Division Staff to review the process and requirements for a minor lot split or lot line deviation.
2. Submit an application.
3. Staff reviews the applications for sufficiency, to determine if additional information is needed to process the application.
4. The application is distributed to City departments through the Development Review Committee for review and comment.
5. Planning & Zoning Staff receive DRC comments and forward to the applicant for any necessary revisions.
6. Necessary revisions are forwarded to DRC for review.
7. Approval or disapproval is based on compliance with required revisions.

## Rezoning

Rezoning is the process of changing the allowable uses on a parcel of land from one category of legal uses to another. For example, a property is zoned in a commercial (business) category, and the owner wishes to utilize the property for an industrial (manufacturing) use. The property would need to be assigned a different zoning category to allow the new use. Another example could be the rezoning of a residential district to a higher density residential district. All rezoning must be accomplished within the broad overall categories of the City's adopted Growth Management Plan, taking into account the assigned future land use category, surrounding land uses and zoning categories, and the impact of the new zoning on the surrounding land uses.



1. Make an appointment to meet with Planning and Zoning Division Staff to review the process and requirements for rezoning.
2. Submit a completed rezoning application.
3. Staff reviews the applications for sufficiency, to determine if additional information is needed to process the application.
4. Site is posted and advertised for public hearing.
5. The application is distributed to City departments for review and comment.
6. Staff reviews the application for consistency with legal requirements, including the adopted Growth Management Plan and forwards its recommendation to the Planning and Zoning Commission for its recommendation.
7. The Planning and Zoning Commission holds an advertised public hearing, and sends a formal recommendation to the City Commission.
8. The proposed annexation is presented to the City Commission for two readings.
9. The City Commission issues a final determination at the second reading.